

LABORER
WG-3502-03

MAINTENANCE
BUILDING TRADES

I. POSITION AND ORGANIZATION INFORMATION**Position:**

Laborer, WG-3502-03

Purpose of position:

The primary purpose of this job is to perform a variety of heavy laboring tasks which frequently involve the use of heavy hand tools and power equipment which require some degree of special manual skill, prior work experience, or training.

Organization:

Maintenance Branch

Organization goals:

The purpose of this branch is to provide emergency and scheduled maintenance and repair services.

II. MAJOR DUTIES**B. Duty (Critical):**

Loads, unloads, moves, and stacks heavy boxes or bulky items from trucks, trailers, and other conveyances using handtrucks or dollies. May carry and assemble scaffolding. May move, lift, and carry extremely heavy boxes, sacks, or furniture weighing 80-100 pounds (36-45 kilograms) or more. May lift and move extremely heavy items in cramped quarters. (45%)

Tasks:

1. Selects equipment and tools for each assigned task.
2. Exercises care and attention to avoid accidents and properly complete assignments.

Selected Staffing KSAs:

A1, A2, A3, A4, A5

C. Duty (Critical):

Operates heavy hand tools and power equipment such as heavy, walking-type power mowers, edgers, weed eaters, hedge trimmers, mechanical spreaders, handsaws, chainsaws, hatchets, picks, shovels, and clippers to perform tasks such as mowing lawns; trimming tree limbs; digging ditches and trenches in hard, compacted soil; grading and sloping; clearing small trees and bushes; and shoveling snow. (45%)

Tasks:

1. Operates and controls power tools and equipment.
2. Completes tasks in a timely manner following instructions provided by supervisor.

Selected Staffing KSAs:

A1, A2, A3, A4, A5, A6

D. Duty (Critical):

Maintains and accounts for all types of hand or power tools required to accomplish assigned duties. Performs operator maintenance, cleaning, and adjustments on all tools and equipment including, but not limited to, adding gasoline and oil, adjusting blades, tightening nuts and bolts, and cleaning and oiling mowers and other large power equipment. (5%)

Tasks:

1. Ensures equipment is properly serviced prior to and during usage.
2. Ensures equipment is accounted for at all times, immediately reporting lost or missing items to supervisor.
3. Cleans and stores equipment after usage.

Selected Staffing KSAs:

A1, A2, A3, A4, A6

E. Duty (Critical):

Utilizes safety practices and procedures following established safety rules and regulations and maintains a safe and clean work environment. Uses and assures proper fit of required safety equipment and clothing (e.g., safety gloves, ear plugs, safety glasses, steel-toe shoes, or respirators). (5%)

Tasks:

1. Operates hand tools and power equipment in a safe manner, applying established safety regulations to minimize minor violations and to avoid major violations due to employee error or negligence.
2. Follows safety and security instructions.
3. Informs supervisor of accidents and/or damages to supplies, equipment, or vehicles and of any observed unsafe practices in a timely manner in accordance with established policies and procedures.

Selected Staffing KSAs:

A1, A2, A3, A4, A5, A6

F. Other Work Requirements

1. This position requires employee to work under adverse environmental conditions.

III. KNOWLEDGES, SKILLS AND ABILITIES (KSAs)

A. Selected Staffing KSAs:

1. Knowledge of heavy-duty hand tools and power equipment such as handsaws, hatchets, picks, shovels, and heavy, walking-type power mowers, weed eaters, edgers, mechanical spreaders, chainsaws.
2. Knowledge of established safety standards and procedures.
3. Skill in using heavy hand tools properly; and in performing routine

operator maintenance on and making adjustments to heavy hand tools and heavy power equipment.

4. Ability to independently complete assignments involving a sequence of tasks or processes and to follow written and/or oral instructions.
5. Ability to lift and move heavy objects.
6. Skill in operating and controlling heavy power equipment properly.

B. Basic Training Competencies:

1. Knowledge of heavy-duty hand tools and power equipment such as handsaws, hatchets, picks, shovels, and heavy, walking-type power mowers, weed eaters, edgers, mechanical spreaders, chainsaws.
2. Knowledge of established safety standards and procedures.
3. Skill in using heavy hand tools properly; and in performing routine operator maintenance on and making adjustments to heavy hand tools and heavy power equipment.
4. Ability to independently complete assignments involving a sequence of tasks or processes and to follow written and/or oral instructions.
5. Ability to lift and move heavy objects.
6. Skill in operating and controlling heavy power equipment properly.

IV. CLASSIFICATION FACTORS

Factor 1. Knowledge

1. -- Knowledge of and manual skill in the operation, control, and cleaning of heavy power equipment.

-- Knowledge of how to work safely with heavy tools such as axes, picks, tampers, chain saws, etc.

-- Skill in performing routine operator maintenance and adjusting the cutting height of blades on power mowers.

-- Skill in operating weight-handling devices such as electric hand trucks or lifts, pallet jacks, and dollies to move very heavy loads.

-- Ability to exercise continual care and attention, both to avoid accidents and to complete work according to established schedules.

-- Ability to complete assignments involving several familiar processes which require remembering directions and/or sequences (e.g., mixing cement or asphalt to repair walkways).

Factor 2. Responsibility

Worker receives general instructions from the supervisor, but does not require detailed instruction or continual supervision of routine duties. Worker receives direct supervision for special assignments and is given specific time frames for completing tasks. Employee is responsible for completing work after receiving initial oral or written instructions. Worker is responsible for obtaining assistance or using appropriate equipment or safety devices when lifting and moving very heavy objects. Employee is required to continually observe all safety, environmental, and security rules due to the nature of the work, the type of equipment used, and the weight handled. The supervisor

checks work on a random basis for timeliness, work practices, and compliance with instructions.

Factor 3. Physical Effort

Exerts very heavy physical effort, frequently lifting and carrying heavy objects weighing over 50 pounds (23 kilograms); operating heavy power mowers on grades; or pushing heavy wheelbarrow loads of cement or other heavy materials.

Factor 4. Working Conditions

Outside work is usually performed under all kinds of weather conditions. Indoor work is often accomplished in office buildings or in well-lighted, heated, and ventilated areas such as warehouses, loading docks, or trade shops. Frequently exposed to weather and temperature extremes, drafts, noise, dust, and dirt and the possibility of bruises, muscle strains, cuts, scrapes, or more serious injuries. Work requires the employee to follow proper safety procedures and use standard safety equipment such as gloves, ear protectors, safety glasses, and steel-toe shoes to avoid possible hazards in the work area.

V. CLASSIFICATION SUMMARY

In this position:

Duty B. 45% WG-3502-03 Laborer
Loads Items

Duty C. 45% WG-3502-03 Laborer
Operates Tools

Duty D. 5% WG-3502-03 Laborer
Maintains Tools

Duty E. 5% WG-3502-03 Laborer
Utilizes Safety Practices

FWS Job Grading Standard for Laborer, WG-3502, HRCD-2, dated December 1996.

Grade: WG-03